



D4 Small Business Council Meeting Minutes

DATE: February 20, 2018

TIME: 1:00- 2:30pm

LOCATION: District 4, Executive Conference Room-15-240, 111 Grand Ave., Oakland, CA

<u>D4 CALTRANS STAFF:</u> Lenka Culik-Caro, DDD Design Bob Finney, DDD Construction Premjit Rai, DDD Administration Damien Harris, Business Mgmt Ayanna Nobles, SBP Robert Kobal, Construction Ali Banani, Consultant Services Stan Ng, Maintenance <u>HQ/AGENCY STAFF:</u> Damon Dorn, OBEO	<u>MEMBERS (Present/Absent)</u> Arvin Chaudhary (P) Diana LaCome (A) Eddy Lau (P) Frederick Jordan (A) Paul Guerrero (P) Peter Ramirez (A) Shari Tavafrashti (P)	<u>REPRESENTING</u> ACEC CA NCA AAAE SFAACC La Raza Roundtable SDVOC WTS
	<u>ALTERNATES (Present/Absent)</u> Anthony DeVenuta (A) Charissa Frank (A) Dr. Caesar Churchwell (A) Ellen Lee (A) Miguel Barragan (A) Raewyn Butcher (A) Victor Garza (A)	<u>REPRESENTING</u> SDVOC WTS SFAACC AAAE NCA ACEC CA La Raza Roundtable
	<u>GUESTS:</u> Danny Garza	<u>REPRESENTING</u> M.A.P.A

Item #1: Introductions

Deputy District Director of Construction, Bob Finney, welcomed everyone to the February meeting. Mr. Finney announced that Mr. Sartipi and Mr. McElhinney would not be in attendance due to other commitments. After everyone introduced themselves, Mr. Finney lead us through the agenda.

Item #2: Approval of Minutes

October 17th, 2017 Minutes: Opposed: None. Approved by consensus

December 19th, 2017 Meeting Notes: No Quorum. No approval needed, Meeting Notes

Item #3: District 4 Updates

Construction Update:

Mr. Finney introduced Mr. Robert Kobal who presented the Construction report. Mr. Kobal reported that there were 12 *Advertised and Upcoming Projects*, totaling approximately \$81M. He mentioned two projects with high dollar value, project 04-3G4421 to replace existing dampers and modify related brackets valued at \$23.5M; project 04-2640N1 Marin Sonoma Narrows(MSN) to construct HOV lanes valued at \$24M. A question was asked if any of the projects will be funded by SB1, two of the twelve will not depend on SB1, two other will depend on SB1 and or RM3. One project has been sent with the first cycle of SB1 projects valued at \$80M in Sonoma county should be advertised in 2019. With an additional project to come which is in Marin county. Ms. Tavafrashti asked, what are the requirements for SBE participation with SB1 funded projects whether Federalized or not and effective when? **[Action Item #2018-1, Mr. Dorn]** Mr. Kobal reported that there were 7 projects *Currently Awaiting Award* with project 04-4H5801 needing to go back to CTC to request additional funds. Ms. Culik-Caro stated that the project 04-4H5801 has received the additional funds requested from CTC. Ms. Tavafrashti asked the DVBE participation incentive up to \$250,000 on project 04-014111 for the construction of the maintenance building be clarified. Mr. Finney explained that the incentive is given to bidders who use DVBE on their bids, the competitive bid amount will be decreased by the incentive amount. Ms. Tavafrashti further questioned why there are no goals listed for the project. It was explained that project 04-014111 needs to go back to CTC to request additional funds and goals were not set only a DVBE incentive. Referring to the third section, *Projects Awarded*, Mr. Kobal reported that they awarded three projects since the last report, with an engineer's estimate of \$34M awarded total amount \$35M. Project 04-4G8711 did not meet the DBE goal but the contractor demonstrated good faith effort so project was awarded, the other projects met their goals. Mr. Kobal then referred to the *Projects Ready to List but Not Funded for Advertisement Yet*. He reported that there were 4 projects with engineers estimate totaling \$5.7M waiting for funding to be secured before being able to advertise, those projects were awaiting CTC vote. Lastly, he mentioned the *PS&E Completed Projects*, highlighting project 04-4A1101 Upgrade median barrier valued at \$14.6M. Ms. Tavafrashti asked when goals are set on a project. The council members asked that this question be tabled and request that a goal setting analyst from OBEO be present at the next meeting to answer goal setting questions. **[Action Item #2018-2, Mr. Dorn]**

Maintenance Update:

Mr. Finney introduced Mr. Stan Ng who provided the Maintenance report. Mr. Ng reported that for the Fiscal Year (FY) 17/18 there were 13 contracts on the *Director's Order Force Account/ELB* that totaled approximately \$41M. He explained that 0% awarded to SBE. He explained that the yellow highlights were updates since the last report. Line 1, 2, 3, 9, 10, 11 and 12 updated information. Line 13 new contract to report. Referring to the *District Director's Order Force Account for FY 17/18*, he reported that there were 12 contracts totaling over \$3.3M. He reported that 56% were awarded to SBEs and 44% to Non-SBEs. Mr. Ng explained that the yellow highlights were updates since the last report. Lines 11 and 12 new contracts to report. Special report Small Business Utilization on District 4's Emergency Contracts from FY 2005/06 through 2016/17. He reported the *Director's Order's projects* totaled approximately \$692M 18% awarded to SBEs and 82% to Non-SBEs. *District Director's Order* totaled approximately \$50.5M, 71% awarded to SBEs and 29% to Non-SBEs.

Design Update:

Mr. Finney introduced Ms. Lenka Culik-Caro who presented the Design Report. Ms. Culik-Caro reported five *Proposed Minor B Projects for Small Businesses, FY 17/18*. She explained that progress was made on project #3 Bid solicitation went out on January 3rd and the lowest bid 118K was under the engineer's estimate \$291K. She reported that they are continuing working on projects # 4 and #5 which are maintenance projects will be submitting the PS&E to DPAC on March 1, 2018. Council member Guerrero was concerned with project #2 Project low bid amount and suggested Caltrans ask the bidder if their amount is accurate because the other bids were 100K more. Caltrans responded that they will follow up with the bidder. She also reported that there is 1 *Proposed Project under \$291K not Funded From the Minor B Program*, estimated at \$100K. The project is waiting for CTC fund allocation, contract is funded from next fiscal year. Hoping to get it funded and out for construction this summer.

A&E Update:

Mr. Finney introduced Mr. Ali Banani to provide the A&E Report. Mr. Banani reported on the 14 *Recently Executed A&E Contracts* valued at \$51M. He mentioned project # 14 being PID support services which is new to Caltrans with 25% SBE goal. Referring to the *Recently Executed Non A&E Contracts*, he reported that there were 9 contracts values at \$33M, 5 out of the 9 have been awarded to SBE firm. Mr. Banani reported that there were 5 *Upcoming New A&E Contracts*. The first contract (04A5420) is also new to Caltrans, consultation services for landscape architecture service. Currently only the contract for landscape architecture service is being advertised and the others are expected to be advertised in April and May 2018. Mr. Banani also reported that there were 7 *Upcoming New Non-A&E Contracts*. Project 1 (14A5345), 5 (04A5372), and 6 (04NEW550-18) are for landscape, Project 2(04A5390) & 3(04A5391) are for traffic operation, project 4 (04A5413) is to assist with Calmentor and project 7(04A5432) is for environmental. He provided an update on the DBE Utilization currently at 32.2% and the SBE/DVBE Utilization at 35.8% and 17.01% respectively. Lastly Mr. Banani reported on the Calmentor program to date there have been 60 pairs of mentor proteges and currently there are 4 pairs. Calmentor's next meeting is the Annual Calmentor Awards Luncheon & Business Networking event, scheduled for May 4, 2018. The next two quarterly meeting will be on July 26th and October 25.

OBEO Update

Mr. Finney introduced Mr. Damon Dorn to report the OBEO Update. Mr. Dorn reported that OBEO has placed SB1 advertisements in 24 targeted print media publications and Caltrans has posted SB1 tweets on twitter once every four days since last November. Mr. Dorn relayed that OBEO participated as a panel member in DGS's Small Business Certification and Procurement Workshop to discuss upcoming contracting opportunities including SB1 Projects. Mr. Dorn informed the council that OBEO will debut its training module, "Doing Business with Caltrans" during the Northern Region Procurement Fair on March 7th in West Sacramento. Concerning *Training and Outreach* Mr. Dorn, conveyed OBEO will participate in DGS's 2018 Winter Business Showcase, February 21st and on February 27 & 28th OBEO will participate in the 7th Annual Veteran and Small Business Summit in Oceanside, CA. Regarding the disparity Study Mr. Dorn stated that Caltrans is expected to post its most recent report online in February or March 2018 and that Caltrans will develop and post its proposed overall DBE goal and methodology for 2019-21 in the first quarter of 2018. Regarding the *DBE Supportive Services Contract (DBE/SS)* for the northern, central and southern regions RFPs are expected to be posted on Cal eProcure in March 2018. Mr. Dorn explained that OBEO recently

began the non-competitive bid process to award three *On-the-Job Training Supportive Services Contract* (OJT/SS) to apprenticeship programs approved by the Department of Industrial Relations, Division of Apprenticeship Standards. One contract will target iron workers, one will target cement masons and the third will target women ironworkers. Regarding the *Business Participation Totals*, he reported that from October 1, 2017 to January 31, 2018, Caltrans awarded 132 USDOT assisted contracts totaling \$643M. The overall DBE commitment for the current fiscal year is 14.04% and eight contracts were awarded to DBE primes. In the current fiscal year Caltrans has awarded 261 state-funded contracts totaling more than \$344M. The overall DVBE commitment for the current fiscal year is 5.92% and two contracts have been awarded to DVBE primes and 138 contracts awarded to SB primes.

Small Business Update

Mr. Finney introduced Ms. Ayanna Nobles to provide the Small Business Update. Ms. Nobles reported that there is a council designation request from the Mexican American Political Association to nominate Danny Garza to D4's Small Business council membership. Mr. Rai stated he will vet his application. Ms. Nobles informed the council that SBP attended DGS's Small Business Certification & Procurement Workshop 2018 at Ohlone College in Newark on February 9th. Ms. Nobles stated that on Wednesday February 28th the SBP will hold a pre-meeting in preparation of the first quarterly outreach meeting for 2018 in District 4. Going forward SBP will Hold the first quarterly outreach meeting for 2018 in District 4 the week of March 22nd, the first procurement fair of 2018 on March 29th. Lastly Ms. Nobles informed the council that SBP is working with OBEO to provide Prime Contractor Training, Subcontractor Training, and a Disadvantaged Business Enterprise (DBE) Certification Workshop in the District 4 for June 2018.

Item #4: Review of Action Items

Mr. Rai reported on the open Action Items. Mr. Rai stated that there were four pending action items. The first item was for Mr. Taheripour, Mr. Guerrero asked if Caltrans could list the number of Stop Notices on a project once the project was completed. A link was provided to members via email where the information can be located. Group was satisfied with the response and the Action Item #2017-06 was closed. The second item was for Mr. Taheripour, Ms. Lee asked if copies of the SB1 projects were available. SB1 presentation excerpts captures the list of projects being referred to. Copies of the list were provided to the members. Group was satisfied with the response and the Action Item #2017-07 was closed. The third item was for Mr. Dorn, Mr. Guerrero asked if the *On-the-Job Training Supportive Services Contract* (OJT/SS) apprenticeship program will be a paid program for the trainees. Mr. Dorn determined that yes, it is a paid program. Group was satisfied with the response and the Action Item #2017-08 was closed. The fourth item was for Mr. Dorn, Mr. Guerrero asked if a list similar to the list for A&E contract was available for contractors. Mr. Dorn provided such list. Action Item #2017-09 was closed.

Item #5: New Business

No New Business

Item #6: Adjourn

Mr. Finney adjourned the February meeting and said that the next meeting would be on Tuesday, April 17th, 2018.

District 4 Small Business Council Action Items as of February 20, 2018:

No. / Starting Date / Assignee			Item Description (Originator)
#2017-09 Closed	12/19/17	Damon Dorn, OBEO	Mr. Guerrero asked if a report that listed all the subcontractors who ever obtained a non-A&E contract in District is available.
#2018-01 NEW	2/20/18	Damon Dorn, OBEO	Ms. Tavafrashti asked, what are the requirements for SBE participation with SB1 projects whether Federalized or not and effective when
#2018-02 NEW	2/20/18	Damon Dorn, OBEO	The council members asked that a goal setting analyst from OBEO be present at the next meeting to answer goal setting questions

The D4 SBC meets every other month in the Executive Conference Room 15-240, 111 Grand Avenue, Oakland, CA 94612. Meetings begin at 1pm and run until about 2:30pm.

2018 D4 SBC Upcoming Meeting Schedule	
	April 17th
	June 19th
	August 21st
	October 16th
	December 18th